Coastal Flooding & Sea Level Rise Preparedness Plan

The institution will implement coastal flooding and sea level rise preparedness measures focused on long-term adaptation, infrastructure protection, and rapid response.

Offsite Storage Address: _____

Primary Emergency Contact: _____
Phone: (_ _ _) _ _ _-_ _ _ _

Secondary Emergency Contact: _____
Phone: (_ _ _) _ _ _-_ _ _ _

Environmental Monitoring and Training

- ☐ Monitor flood alerts and weather warnings during high-risk seasons
- ☐ Install or maintain water intrusion sensors in vulnerable building areas
- ☐ Maintain sump pumps, drainage systems, and backflow prevention devices
- ☐ Inspect building envelope systems before wet seasons
- ☐ Identify and map flood-prone areas within the facility
- ☐ Train staff in safe handling of wet and fragile materials

Collection Protection and Storage

- ☐ Relocate high-value collections away from lower floors when flood risk is elevated
- ☐ Elevate storage systems and critical infrastructure where feasible
- ☐ Purchase or maintain waterproof bins, plastic sheeting, and emergency containment materials
- ☐ Store priority materials in sealed or water-resistant containers
- ☐ Pre-identify emergency relocation or freezing partners for wet collections

Emergency Response

- ☐ Establish a 24 to 48 hour response protocol for wet collections
- ☐ Prioritize stabilization before documentation or assessment decisions
- ☐ Use fans, dehumidifiers, and controlled drying spaces when safe

Supply	**Purpose**
Water sensors	Early detection
Sump pumps	Water removal
Plastic Sheeting	Barrier against leaks and flooding
Plastic bins	Safe storage

Fans/dehumidifiers	Drying
Freezer paper	Stabilizing wet materials